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Director of Human Resources

City of Meriden, Connecticut

Department of Human Resources

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November 10, 2021

VACANCY ANNOUNCEMENT PROMOTION/TRANSFER

VACANCY: Building Official –Department of Zoning and Enforcement
Full Time – 40 hour work week

WAGES: 37 H \$32.53 – \$50.62 (hired before 7/1/03)
37 H \$32.53 – \$48.71 (hired after 7/1/03)

NATURE OF WORK: Please Read Attached Job Description

QUALIFICATIONS: A Bachelor's Degree, plus 5 years of progressively responsible experience in building construction and inspection or related experience, or an equivalent combination of education and experience substituting on a year-for year basis. Must be a Certified State of Connecticut Building Official. Must have a valid CT driver's license.

HOW TO APPLY: Applications for Promotion/Transfer are available in the Human Resources Department, Room #235, City Hall. Office hours are Monday-Friday, 8:00 a.m. to 5:00p.m.

LAST DATE TO APPLY: Wednesday, November 17, 2021

E.O.E

Building Official

GENERAL DESCRIPTION:

This is very responsible administrative and technical position involving the direction of a municipal building department.

Work involves the responsibility for the inspection of all construction for conformance to the State Building Code and for inspection of buildings to assure compliance and enforcement of existing building codes. Duties include policy recommendation, departmental planning, and direction and administration of departmental activities. This position also has the responsibility for making difficult building inspection technical decisions. The work requires that the employee have thorough knowledge, skill and ability in every phase of building construction and inspection as it relates to residential, commercial and industrial structures. Supervision is exercised over a staff of inspectional and clerical personnel. Decisions which involve inspectional and enforcement activities are made with almost complete independence, but are subject to administrative review and supervision by the Director of Planning and Development.

SUPERVISION RECEIVED:

Works under the direction of the Director of Development and Enforcement within State regulations, standards, and City ordinances.

EXAMPLES OF DUTIES:

Drafts and recommends policy to the Director of Planning and Development and plans for the implementation of building inspection goals and objectives.

Works independently, plans and organizes the activities of the building department according to standard or established procedures. Establishes priorities as needed.

Prepares complex narrative and statistical reports for the Director of Planning and Development and City Manager as needed.

Reviews and approves construction plans and specifications for commercial, residential and industrial structures. Inspects construction for conformance with the State Building Code. Advises on corrective action as needed.

Works in conjunction with Fire Marshal's Office to assure buildings comply with Fire code.

Issues permits and certificates of occupancy. Serves as a clearing house for Zoning, Health, Fire and other related departments in the approval process.

Reviews, interprets and implements laws, ordinances, regulations, and the State Building Code.

Building Official

EXAMPLES OF DUTIES: (CONT.)

Inspects demolition for safety and conformance with requirements.

Directs the maintenance of a variety of records through clerical staff. Compiles information and prepares a variety of reports.

Confers with contractors, City officials, property owners and the public to provide information and to resolve problems and complaints.

Responsible for supervising and assigning work to the structural, electrical and plumbing code inspectors and to other assigned staff.

Assists in personnel actions such as hiring, termination and evaluation.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of construction principles and practices.

Thorough knowledge of the State Building Code and related City and industry standards relating to construction.

Good knowledge of the principles and practices of public administration as applied to building department and municipal agency.

Considerable ability in oral and written communications.

Considerable ability to administer the activities of a municipal building department and to supervise the work of others.

Considerable ability to enforce regulations with firmness and tact.

Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, contractors and the general public.

Considerable knowledge in relation to plan review for commercial, industrial and residential construction.

Ability to utilize permitting software to issue permits, stop work orders and monitor and log inspection activities.

Informed regarding the accepted requirements of design and construction relating to accessibility to and use of building by the physically handicapped.

Building Official

KNOWLEDGE, SKILLS, AND ABILITIES: (CONT.)

Informed regarding the accepted requirements for safe exit facilities.

Informed regarding the quality and strength of building materials.

QUALIFICATIONS:

A Bachelor's Degree, plus five years of progressively responsible experience in building construction and inspection or related experience, or an equivalent combination of education and experience substituting on a year-for year basis.

Must be a certified State of Connecticut Building Official.

Special Requirement:

Must have a valid Connecticut driver's license.